



Safety Simply Stated

MESSAGE FROM THE CITY SAFETY OFFICER— OSHA VISITS

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Have you ever had OSHA show up at your worksite to perform an inspection and you were unsure how to proceed? This article will clarify the procedures of an OSHA inspection.

OSHA will conduct an inspection when they have been invited in, an employee has logged a legitimate complaint, or to investigate a reportable injury. OSHA will arrive at your facility completely unannounced. When

OSHA arrives there are some steps that should be immediately performed by a supervisor or manager:

1. Review the identification of the inspector.
2. Call the City Safety Officer.
3. Ask the inspector to politely wait until the City Safety Officer arrives. An office or lounge is the best place.

Once the City Safety

Officer arrives, the inspector will conduct an opening conference. During this time, the manager of the area being inspected should be present. The purpose of the opening conference is to explain the scope of the inspection and rights the City has during the inspection and if a citation is given. Once the opening conference has been completed the inspector will begin the inspection. The inspection will be a walk-

Special points of interest:

- Safety Attitude!
- Fed OSHA's Budget Breakdown.
- Working Outdoors—2 page OSHA Fact Sheet.
- Spring into Safe Yard Work
- Training Calendar.

Safety is All About Attitude

"Accidents will happen," goes the old saying, but are all accidents inevitable? Another well-worn sentiment says, "There's no such thing as an accident." Maybe some unavoidable bad luck really is out there waiting for us, but if we are honest, we will probably have to admit that we have caused at least one accident through our own carelessness.

No one should have to go through life so averse to risk that they hide away in a bunker. On the other hand, learning about potential hazards and being aware of your surroundings can only help to get you through an accident-free day. Developing a better "safety attitude" could even save a life.

To evaluate your own safety

attitude, ask yourself how often you think about safety on the job? If the answer is "not very much" or "only when a co-worker gets hurt," then you could help yourself and those around you by developing a new attitude toward safety. Here are some suggestions:

- Instead of thinking about
- (Continued on page 2)

Safe Attitude... Continued from Page 1

the quickest way to get your work done, think about what it will take to do your best job.

- Friends sometimes like to horse around, but save the horseplay for after work and away from a site where dangerous tools or materials are present.
- Stay alert. Watch out for potential hazards. When you see them, report them to a supervisor. Think about the safety of co-workers as well as your own.
- Dress for the job. Don't wear loose clothing around moving machinery. If potential hazards warrant it, use appropriate PPE (personal protective equipment) such as gloves, goggles and clothing. If you're not sure what is appropriate, check with your supervisor.
- Pay attention to warning and danger signs. Know the rules for safety and follow them
- Especially if you're new on a job, take responsibility for getting the training you need. Take advantage of safety meetings and training sessions. Listen, learn, participate and ask questions about anything you don't understand. Even

experienced workers shouldn't assume they know it all.

- Take responsibility for yourself. If you are injured, report it immediately.
- Concentrate. Stay focused on the task at hand. Avoid distractions.

Distractions lead to accidents. Your ability to stay focused on the job depends on a variety of factors. Avoid these common causes of lost concentration:

- Not enough sleep
- Illness
- The effects of alcohol or other drugs
- Agonizing over personal problems
- Being in a rush
- Being angry or upset
- Being inattentive
- Talking while working on a task

Changing your sleep schedule or your drinking habits can be hard, but probably not as tough as changing deep-seated attitudes. If the following statements sound like something you would say,

you are overdue for a serious reevaluation of your "safety attitude."

- "I know what I'm doing. I'm going to do this my way."
- "I've always done it this way and I've never been hurt before."
- "I could do this job in my sleep."
- "I need to finish this job right now! I don't have time to think about safety."
- "I know a shortcut that will help me get this done quicker."
- "These safety rules aren't important and they certainly don't apply to me."
- "I don't need any help. I can figure this out myself."

So how do you motivate yourself to improve your safety attitude? Imagine yourself living with a permanent disability, perhaps unable to support yourself or even care for yourself. Is that enough motivation? Even better, ask yourself these questions: How would friends and family feel if you were seriously injured? Who would support your family?

Federal OSHA's Budget Breakdown

As outlined by the President in his early talks about the budget, nondiscretionary

spending will be limited to a 1 percent increase. That is exactly what has been

proposed for the Occupational Safety and Health Administration. Within the total budget, one can see that enforcement and compliance assistance are to receive some increases, however while the training grants are again slated to be cut.

Budget Authority

(Dollars in Millions)

	<u>FY 2004</u>	<u>FY 2005</u>	<u>Change</u>
Safety and Health Standards	\$15.9	\$16.1	\$0.2
Federal Enforcement	166.0	171.0	5.0
State Programs	92.0	91.7	-0.2
Technical Support	21.6	20.9	-0.7
Federal Compliance Assistance	67.0	71.4	4.4
State Consultation Grants	52.5	53.8	1.6
Training Grants	10.5	4.0	-6.5
Safety and Health Statistics	22.2	22.4	0.1
Executive Direction and Admin	10.0	10.2	0.1
Total OSHA Budget Authority	\$457.5	\$461.6	\$4.1

With a focus on enforcement at the federal level, we should consider this an early warning at the city level. In the City of Long Beach we have had several visits from Cal/OSHA inspectors this year. By completing monthly safety inspections, attending safety training, maintaining your equipment properly, and reporting incidents as soon as they happen, you are taking an active roll in preparing the City for a Cal/OSHA inspection.

The Synergist April 2004

2004 Wellness & Safety Fair

Food Samples

Wednesday, June 23

11:00 AM – 2:00 PM

Prizes

Healthy Fun!!

**Main Library
101 Pacific Avenue**

Giveaways!!

This year's cosponsors are:

- ❖ Lale's Diner
- ❖ Faber's Natural Gourmet
- ❖ Guild Mortgage
- ❖ Harbor Area Farmers Markets
- ❖ Le Dogs
- ❖ Industrial Shoe Company
- ❖ Wild Oats



Presented by the departments

Health & Human Services
Employee Assistance
Program

Human Resources
City Safety Office
570-6476

Your DONATIONS are NEEDED.....

for the Multi-Service Center which provides assistance to homeless families, including their Daycare Program, & Health Department's Children's Clinics.

Examples: Travel size sundry items & small new education toys or materials.....

- | | | |
|----------------------|--------------------------------|------------|
| ❖ Toothpaste | ❖ Deodorant | ❖ Soap |
| ❖ Crayons (3-5 pack) | ❖ Alpha/number blocks or cards | ❖ Children |
| ❖ storybooks | | |

Please bring your donation to the event. **THANK YOU!**

Working Outdoors

OSHA FACT SHEET

Hot summer months pose special hazards for outdoor workers who must protect themselves against heat, sun exposure, and other hazards. Employers and employees should know the potential hazards in their workplace and how to manage them.

Sun

Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts, and skin cancer. There is no such thing as safe UV rays or safe suntans. Be especially careful in the sun if you burn easily, spend a lot of time outdoors, or have any of the following physical features: numerous, irregular, or large moles; freckles; fair skin; or blonde, red, or light brown hair. Here's how to block those harmful rays:

- **Cover up:** Wear tightly woven clothing that you can't see through.
- **Use sunscreen:** a sun protection factor (SPF) of at least 15 blocks 93 percent of UV rays. Be sure to follow application directions on bottle or tube.
- **Wear a hat:** A wide brim hat, not a baseball cap, works best because it protects the neck, ears, eyes, forehead, nose and scalp.
- **Wear UV-absorbent shades:** Sunglasses don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation. Before you buy, read the product tag and label.
- **Limit exposure:** UV rays are most intense between 10 a.m. and 4 p.m.
- **Helpful link:** www.cdc.gov/chooseyourcover

Heat

The combination of heat and humidity can be a serious health threat during the summer months. So take precautions. Here's how:

- Drink plenty of water before you get thirsty.

- Wear light, loose-fitting, breathable clothing-cotton is good.
- Take frequent short breaks in cool shade.
- Eat smaller meals before work activity.
- Avoid caffeine and alcohol or large amounts of sugar.
- Find out from your healthcare provider if your medication and heat don't mix.
- Know that equipment such as respirators or work suits can increase heat stress.
- Helpful links: www.cdc.gov/niosh.elcosh/docs/d0100/d00024/d000024.html and www.cdc.gov/nceh.hsb.extremeheat.

Lyme Disease

This illness is caused by bites from infected ticks. Most, but not all, victims will develop a "bulls-eye" rash. Other signs and symptoms such as fever, lymph node swelling, neck stiffness, general fatigue, headaches, migrating joint aches, or muscle aches. You are at increased risk if your work outdoors involves construction, landscaping, oil fields, utility lines, or park management. Protect yourself with these precautions

- Wear light-colored clothes to see ticks more easily.
- Wear long sleeves: tuck pant legs into socks or boots.
- Wear high boots or closed shoes that cover your feet completely.

Working Safely

OSHA FACT SHEET

(Continued from other page)

- Wear a hat.
- Use tick repellant, but not on your face.
- Shower after work. Wash and dry your work clothes at high temperature.
- Examine your body for ticks after work. Remove any attached tick promptly with tweezers. Do not use petroleum jelly, a hot match, or nail polish to remove tick.
- Helpful link:

www.osha.gov/OshDoc/data_LymeFacts/lymefac.pdf

West Nile Virus

Illness from the West Nile virus is rare, but it does happen. Mild symptoms include fever, headache, and body aches, occasionally with a skin rash on the trunk of the body and swollen lymph glands. Symptoms of severe infection include headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, and paralysis. Getting rid of standing water in containers such as discarded tires, buckets, and barrels help reduce mosquito breeding areas. In addition, you

can protect yourself from mosquito bites in these ways:

- Apply insect repellant with DEET to exposed skin.
- Spray clothing with repellent containing DEET or permethrin.
- Wear long sleeves, long pants, and socks.
- Be extra vigilant at dusk and dawn when mosquitoes are most active.
- Helpful link:

www.cdc.gov/ncidod/bid/westnile/index.htm

More Information

Do you have teenagers working at summer jobs this year? You and they may want to check out one of these websites.

- OSHA at:
www.osha.gov/SLTC/teenworkers/teenworkers.html
- Department of Labor at
www.youthrules.dol.gov
- National Institute for Occupational Safety and Health at
www.cdc.gov/niosh/adolespg.html

OSHA has many other materials available to help employers, employees, safety and health professionals, and others. For more information, visit their website at www.osha.gov or call them toll free at (800) 321-osh (6742)

This is one in a series of information fact sheets highlighting OSHA programs, or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. This voice phone is (202) 693-1999. See also OSHA's website at www.osha.gov.

Off-job-Safety

Spring into safe yard work

Warm weather brings people out into their backyards in droves to mow the lawn and trim shrubbery and trees. Often they are so intent on restoring their winter-neglected yards, they forget to protect themselves.

Statistics from Underwriters Laboratories Inc. (UL), show that emergency rooms treat approximately 87,000 lawn mower injuries and approximately 88,000 power saw injuries each year. Avoid becoming one of these statistics by approaching yard work with caution.

Mow with caution

Mowing the lawn is one of the most common yard work chores, and also one of the most hazardous. Your feet are very close to the lawnmower blade, so make sure you wear closed toe shoes, preferably made of leather. "I see people all the time who mow the lawn in flip-flops and sandals, even barefoot," said Sam Steel, an agricultural safety specialist for the National Safety Council. "They don't realize how dangerous it is."

Common lawnmower hazards include eye injuries from an object, such as a rock or stick, thrown up from under the mower in the face, so be sure to wear safety goggles. Hand injuries also are common and occur when people stick their fingers into the mower chute to clear a clog. Make sure you turn off the mower before you attempt any repairs.

Underwriter's laboratory offers additional lawnmower safety tips:

- If you have a gasoline-powered mower, store the gas in an UL-listed safety can. Fill the mower outside, away from possible

ignition sources.

- If you have an electric mower, do not use it on wet grass. Use an extension cord designed for outdoor use.
- Never leave an operating lawn mower unattended. Curious children, eager to help, may get seriously injured.

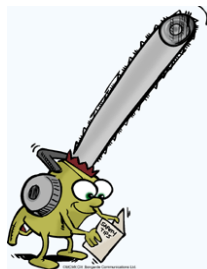
Trim your injuries

Hedge power trimmers do the job quicker than regular clippers, but can be riskier if you don't use them properly. "Many of them don't have good guards and you can easily cut yourself," said Steel.

Wear leather work gloves to protect your hands from cuts and safety goggles to protect your eyes from flying debris. If you're using the trimmers while on a ladder, don't reach too far – you may upset your balance. "If the hedge you're trimming is too high, you may want to hire the job out and save yourself from injuries," Steel said.

UL offers the following tips on using power trimmers:

- Before using the trimmers for the first time, read the owner's manual.
- Inspect the trimmers for frayed power cords or cracked or broken casings each time before you use them.
- Never alter the trimmers or remove safety features such as blade guards.



Saw in safety

Thinking of renting a chainsaw to cut down a tree? Chainsaws are easy to rent, but can be difficult to use safely. "If you're

not familiar with chainsaws or any other power tool, don't leave the

"Mowing the lawn is one of the most common yard work chores, and also one of the most hazardous.."

rental tool outlet until you receive training," Steel said.

Chainsaws produce a lot of sawdust that can fly into your eyes, so be sure to wear safety goggles. They're also loud enough to damage your hearing, so wear earmuffs or earplugs. Other necessary safety clothing includes long pants, a long-sleeved dress shirt or leather work gloves.

If you don't use the saw properly, you may experience kickback, which occurs when the blade jams or binds in the wood and throws the saw towards the operator. To avoid kickback always wait for the saw blade to stop before pulling away from a cut.

Follow these other chainsaw safety tips from UL:

- Make sure the power switch is in the "off" position before plugging in a saw.
- While operating the saw, keep the cord away from the cutting area and position it so that it will not be caught on the work piece.
- Immediately discard saw blades that are chipped, bent, or damaged in any way.
- When finished with your task, make sure the saw is unplugged and the blade has stopped moving before you clean around the area.

Answers to Last Month's Fire Safety Quiz

1: What is the most common cause of death in home fires?

B. Smoke Inhalation - Smoke inhalation is the most common cause of death in home fires. In a fire, you should do everything possible to avoid breathing smoke's deadly gases and particulates. Crawl and cover your mouth with a damp cloth as you escape.

2: When do most home fires occur?

C. Evening/Night - Most home fires occur at night. That is one of the reasons it's important for all homes to have smoke detector alarms. It's also the reason people should practice Exit Drills In The Home (EDITH) at different times. That way you will be prepared in the event of a nighttime evacuation.

3: Where should you place smoke detectors?

A. At least one on each floor - For extra protection, you can place one in each bedroom, but the bedroom is not the only place you should put them! Make sure to follow manufacturer's instructions carefully to ensure proper installation and placement.

4: How many accessible exits should you have out of each room in your house?

B. Two or more - You should have at least two exits out of every room in your home. If you have two exits, and one becomes blocked by smoke or fire, you can still escape through the other exit.

5: How often should you practice Exit Drills In The Home?

C. As often as possible - Exit Drills In The Home should be practiced as often as possible. In particular, families with small children should practice frequently enough to ensure that the children understand and remember proper evacuation procedures. After everyone in your home is skilled in home evacuation, drills can be held every six months.

6: If fire strikes your home, who should evacuate and head for the Safe Meeting Place?

B. Everyone - If a home fire strikes, everyone should evacuate the home and head for the Safe Meeting Place. No one should re-enter the home for any reason.

7: What should you do if you are trapped in a room that is higher than 2 stories?

A. Seal off the room to prevent smoke from entering and stay at the window - Wave a light-colored cloth to signal firefighters below. If possible, open the window at the top and bottom to draw in fresh air. If opening the window causes more smoke to enter the room, close it immediately.

8: What should you do if your clothes catch on fire?

C. Stop, Drop and Roll - Stop, Drop and Roll means Stop where you are, Drop to the ground, covering your face with your hands, and Roll over and over again, side to side, until the fire is completely extinguished. This way, you're using the ground or the floor to smother the flames. If you try to beat them out with your hands, it's very likely that your hands will also get burned. If you run, the flames will spread more quickly to other parts of your body. Stop, Drop and Roll is the fastest, most effective, and safest way to put out fires on your clothing.

9: What can persons of limited mobility, such as the elderly or handicapped, do to extinguish a fire on their clothes if they can not safely Stop, Drop and Roll?

A. Smother the fire with a coat or heavy towel - If your physical condition restricts your movement, you can extinguish a fire on your clothing by smothering it with a coat, blanket, or heavy towel.



June 2004

Citywide Employee Safety Training Calendar (Scheduled Classes as of May 21, 2004)

Date(s)	Course	Time(s)	Location
June 1	Hazwoper Supervisor Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room
June 3	Hazwoper Waste Site Worker/Emergency Responder Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room
June 4 (Tentative Date)	Aerial Man lift (Initial/Refresher) (4 hrs) AM Session	TBD	PW, San Francisco Yard 1601 San Francisco Avenue, Training Room (Tentative)
June 8	Hazwoper Waste Site Worker/Emergency Responder Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room
June 8	HazMat Bio-terrorism Refresher 2-sessions AM/PM	AM Session: 7:30 am – 11:30 am PM Session: 1:30 pm – 4:30 pm	LBE/EDC, Environmental Services Bureau, 2929 E. Willow St., Training Rm. NOTE: Park at ESB or off-street parking on Willow St
June 9	First Aid (Module 2) 2-sessions AM/PM	AM Session: 8:00 am – 12:00 pm PM Session: 12:30 pm – 4:30 pm	American Red Cross 3150 E. 29th Street, Classroom # 2 NOTE: Please park in the rear of Building
June 9	Life Safety (Module 5) 2-sessions AM/PM	AM Session: 8:00 am – 12:00 pm PM Session: 12:30 pm – 4:30 pm	EOC, Emergency Operations Center-Command 2990 Redondo Ave. (next to Water Treatment Plant). Parking is at South side of black fence/wall. Use Pedestrian gate to enter EOC & dial ext 89250.
June 10	Hazwoper Waste Site Worker/Emergency Responder Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room
June 15	Hazwoper Waste Site Worker/Emergency Responder Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room
June 15	Fire Extinguisher Training (Partial Module 4) 2-sessions AM/PM	Am Session: 10:00 am – 12:00 pm PM Session: 1:00 pm - 3:00 pm	LB Maintenance Yard 3150 St. Louis Avenue, Conference Room & Fire Pit (EB 32nd Street, just immediately north of the NB 405 off ramp onto NB Cherry Avenue)
June 16	Office Ergonomics Training	10:00 am – 11:30 am	Main Library 101 Pacific Avenue, Auditorium
June 16	Office Ergonomics Training	1:00 pm – 2:30 pm	LBE/EDC 2929 E. Willow Street, Training Room
June 16	Workzone Safety Training Refresher 2-sessions AM/PM	AM Session: 7:30 am – 11:30 am PM Session: 12:30 pm - 4:30 pm	PW San Francisco Yard 1601 San Francisco Avenue, Training Room
June 16 – 18	Defensive Driver Training 2-sessions AM/PM	AM Session: 8:00 am – 12:00 pm PM Session: 12:30 pm – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor conference room NOTE: Employees please bring City ID Card and California Driver's license to this training session
June 17	Hazwoper Waste Site Worker/Emergency Responder Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room
June 22	Hazwoper Waste Site Worker/Emergency Responder Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room
June 23	Bloodborne Pathogen (Module 3)	7:45 am – 11:00 am	LBE/EDC, Environmental Services Bureau 2929 W. Willow St., Training Rm. NOTE: Park at ESB or off-street parking on Willow St.
June 23	Chainsaw Training	9:00 am – 12:00 pm	Water Department 1800 E. Wardlow Rd. NOTE: For Water Employees
June 29	Hazwoper Waste Site Worker/Emergency Responder Refresher	7:30 am – 4:30 pm	Harbor Department 925 Harbor Plaza Drive, 5th floor Training Room



- NOTE: Course dates and time are subject to change without notice.
- Please be advised that HR will request a JV charge point from departments who have employees signed up for training and do not show up for the class.
- If you have any questions, please contact May Jong, Risk Management @ may_jong@longbeach.gov

City Safety Office Staff:

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Your Safety affects Everyone!

OSHA Visits.....

through of the facility to look at the issues identified in the opening conference. OSHA does not have free-reign during the inspection. The inspector will only be allowed to inspect the areas he/she identified in the opening conference.

Once the inspector has completed the inspection, he/she may ask to interview employees. Any employee may speak to OSHA; however, the interview itself is completely voluntarily. If an employee agrees to be interviewed, the employee has the right to request that an employer representative be present. That representative may be the City Safety Officer, a union representative, or a supervisor or manager. Personally, I would like the

employee to allow me to be present during the interview so I can ensure the inspector does not ask any questions outside of the scope identified in the opening conference. For example, in a recent inspection that was due to an indoor air quality complaint, the inspector asked the employee about their bloodborne pathogen training and hazards within the facility like extension cords or fire extinguishers that had not been inspected. Obviously, these questions were outside the scope of the inspection and should not have been asked.

After the interviews have finished the inspector will give the City a document request, which is for all intents and purposes a subpoena for records. Typical

records that are requested include: training records, facility inspection records for the last year, policies and procedures, Doctor's First Report of Injury, and the OSHA 300 log.

The inspector now has 6 months to finalize their case. If a citation is given, the inspector will give a closing conference with myself, which outlines the legal remedies and appeal rights. From there the City has the choice to appeal the fine or pay the fine.

If a citation is not given by the inspector, the City will receive a letter from OSHA stating that there was no findings.

The City encourages its employees to report hazards in the workplace so problems can be fixed before an injury occurs or OSHA conducts an inspection.